Government of Chhattisgarh Commercial Taxes Department



Online Form System For Dealers of Chhattisgarh

USER MANUAL



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1. CST-Online form system

Commercial Taxes Department is happy to introduce Online form system for the CST dealers of Chhattisgarh. Online Form System is an internet/web based system, where in the dealers can submit request for issuing C-FORM on this system to Chhattisgarh Commercial Tax Department (CCTD).

2. Process of Submission



The following steps have to be followed to complete the submission process:

1. Entry and Update: Provision has been made to enter the request directly using the data-entry screen provided in the web-site. The dealer, who has not computerized his business and hence cannot upload XML file, can use this option.

2. Upload XML/ZIP File: The dealer who has computerized his business activity can use this option to upload the XML file. However, the dealer has to prepare his XML file as per the XML format provided by the department. System will not read the XML file if there is any variation in the format. In case the XML file is more than 3Mb then the file can be split into 2 or more files. The size of the split file should be less than 3 Mb. Dealer on the other hand can zip the XML file and upload the same.

3. **Verify and Submit**: After entering the details directly or uploading the XML file successfully, the dealer has to verify the details and submit the request to the department. If any error is noticed, the dealer can go back to entry screen and correct the details and submit the details.

4. Web ACK SLIP: Once the request is submitted, the system generates the ACK SLIP. This is the proof of submission of request by the dealer to CCTD.

3. Requirements

The followings are the minimum hardware & software required at the user level to use the Online form system.

- Client system with at least Pentium and 2 GB HDD and 64 MB RAM or above.
- Dot Matrix or Laser Printer
- 700 VA UPS
- Internet connection
- · Operating system with browser

4. Login Page



After successfully logging into the department web-site, the dealer can see the Following main page. Here he has to select the option 'Request Entry' in e - CST Forms, to enter the details to request for CST forms.

4.1 Request Entry

Online Fo	rms	Government of Chhattisgarh Commercial Tax Department
e-services		Sign Out
🗆 mainmenu	TIN	22101204764
e-CST Forms	Prop/Comp. Name	
Request Entry	Last Login	On 04/06/2013 at 1:11:15 PM
Upload XMLs	Announcomente	
Update and Submit	Announcements	
Status		
Print		
Reprint Form		
G CST Receipt Forms		
Entry and Update	•	
Upload XMLs	Noticos	
Verify and Submit	1 CECConverter has	
Reports and Help	download the undate	ed converter from website
DownLoad Setup	download the apade	
Contact Detail		
	IT Solu	Ition By National Informatics Centre
•		m

On click of 'Request Entry' option, the dealer will be shown the following screen.

Minimal Entry page will be shown here dealer follow these steps

- 1. For C-Form select Form Type, Quarter and financial Year.
- 2. For F-Form select Form Type, Month and Year.
- 3. For E I-Form select Form Type, Quarter and financial Year.
- 4. For E II-Form select Form Type, Quarter and financial Year.

Online.	Forms	Government of Chhattisg: Commercial Tax Deg	artment
<u>Main Page</u> TII	N: 22101204764	Prop/Comp. Name: M/S. PUJA MARKETING Module Name	Sign Out
OnlineForm Req	uest for the period (20	DOB-2009,2009-2010,2010-2011,2011-2012) Can be Minimal Entry Select Form Type : C-Form Select Quarter : Apr-Jun Select Year : 2008-2009 Next Exit	Submitted till 30 June 2013.

C-Form

For C-Form, the dealer has to choose the option 'C-Form', Quarter, and Financial Year from minimal entry. On choosing, following screen would occur.

0	Dnl	ine F	orm	<i>s</i>	Com	Governmen I lercial	nt of Chhattisgari Tax Depa	n artment		
	Main I)ane							Sign (ut
		TIN: 2	21012047	64	1				<u>orqri o</u>	<u></u>
				. CST Statutory	Forms - Update/D	elete/Subr	nit Form .:			
					Enter Seller De	tails		* ind	icates compulsor	y fields
Form Ty	уре	Details		TIN*	Prop/Comp.Name	Υ A	ddress*	Sta	te	
C-Form		• Ocomple	te	19281281216	EXPO CHAIN & BEAN STORES	RING	OLKATA	t WE	ST BENGAL	-
								E	xit	
					Enter Invoice Deta	nils				
Inv. No	0*	Inv. Date*	Inv. Value(Rs	.)* Main Commodi	ty Commodity De	sc.*	Purpose	Pur.O	d.No Pur.O	rd.Date
				Iron & Steel	T		MANUFACTURING	B OUT		
	Invoice No	o Invoice Date	Invoice value	Commodity Code	ADD Delete D Added SF Invoice Commodity Desc.	it S Purpose Co	de Pur.Ord.No	Pur.Ord.Date		
Select :	196	12/09/2011	232	1	RT	в				
					Update Submit					

Here, the dealer has to enter the TIN/CST Number, Name, Address and State of the Seller with whom the inter-state transactions were done. When the dealer presses the 'Next' Button, the system requests to enter the transactions details one-by-one for the transacted dates quarter. The transaction details which are to be entered are the Invoice No. Invoice Date, Invoice Value, Main Commodity, and Commodity description, Purchase Order No. and Purchase Order Date. The transaction details should be entered in the ascending order of invoice date. If at any stage the dealer finds that invoice details of any previous months are Left to be entered, he can go to 'Update and Submit 'option and insert the invoice details in appropriate quarter. It may be noted here, that purpose list will contain the purposes given by the dealer while registering under CST Act. If any new purpose is to be added into the list, the dealer has to contact the concerned CTO to change the registration details as per the procedure.

After entering these details, once the dealer clicks the add button, the system will show these details in the data grid.

F-Form

For F-Form, the dealer has to choose the option 'F-Form', Month, and Year from minimal entry. On choosing, following screen would occur.

Oniin	e Forn	ns	C	ommercial '	Tax De	partment	t	
<u>Main Page</u>	TIN: 221012	04764	/				<u>5</u>	ign Out
		:. CST Statutory F	orms - Update	e& Submit/Delet	e F Form .:			
		Seller	Buyer Detail	5	* ind	icates compulsory	fields	
Form Type	TIN*	Prop/Comp.Na	ame*	Address*		State		
F-Form	07290267305	Crystal Crop Protection Pvt. I	Ltd 🗘 Delhi		DELHI		•	
	Inv.	Enter Invo Value Main	vice Details	Airport/Railway/ Ship/Road		Bilty	 Delivery	
Inv. No" Inv. Date	e" Quantity" (Re	s.)* Commodity	Desc.*	Trans/PostOffice Name*	BIILY NO."	Date*	Date	
		Insecticides and 💌]					
					Add De	etel		
Invoice No Invo Da	Dice Invoi Dice Quantity valu Ite (Rs	ice Commodity Commodi je Code Desc.	^{ity} TransportName	Bilty Bilty Date De No. I	livery Date			
<u>Select</u> 1100910073 08/11	/2011 874.8 81405.	00 100 PESTICIDE	ES Test	110 08/11/2011 08/1	11/2011			
	81405	5.00						
Update Update &	Submit Delete	Exit						

Enter the TIN/CST Number, Name, Address and State of the Transferee with whom the interstate transactions were done. When the dealer presses the 'Next' Button, the system requests to enter the transactions details one-by-one for the transacted dates quarter. The transaction details which are to be entered are the Invoice No. Invoice Date, Invoice Value, Main Commodity, and Commodity description, Quantity along with the Transport details including Transport Name, Bilty No., Bilty Date and Delivery Date. Also blank Delivery Date is allowed. The transaction details should be entered in the ascending order of invoice date. If at any stage the dealer finds that invoice details of any previous months are left to be entered, he can go to 'Update and Submit 'option and insert the invoice details in appropriate quarter. After entering these details, once the dealer clicks the add button, the system will show these details in the data grid. After entering the details either of C-Form or F-Form, the dealer can go to main page and select the 'Update and submit' option in 'e - CST forms'. This will show the following screen.

E I-Form

For E I-Form, the dealer has to choose the option 'E I-Form', Quarter, and Financial Year from minimal entry. On choosing, following screen would occur.

	Inl	ine F	orms			Com	Governmen mercial	t of Chhattisgarh Tax Depa	rtment		
	Main Page	TIN: 2210	1204764		Prop/	Comp. Nam	e: M/S. PUJA	MARKETING		<u>S</u>	ign Out
			:. C	ST Statutory	Forms - U	pdate& Su	bmit/Delete	E-I Form .:			
			Sell	er/Buyer Det	tails		* in	dicates compulsory	fields		
Form Type	2	TIN*	Prop/Con	np.Name*	Δ	ddress*		State			
E I-Form	-	08283722323	tttw.whe,swe	wj _/	raipur		СННАТТ	ISGARH	•		
			Trans	portation Def	tails						
Originating Place	e & State	e		Destinat	ion Place &	State					
qwee	MADHY	PRADESH	•	eqiweqi	С	HHATTISGAR	H 💌		-		
			Enter Inv	oice Details f	or E1						
Inv. No* Ir	nv. Date*	Quantity	Inv.Value(Rs	s.)* Main Comn	nodity C	ommodity Desc.*	Bilty No.*	Bilty Date*			
				Iron & Steel	•						
								Add Delete			
Invoice No	Invoice D	ate Quantity In	voice value(Rs) (Commodity Code	Commodity	y Desc. Bilty	No. Bilty Date	Í			
<u>Select</u> 68687	08/02/201	1 1212 392	2.29 8	9	tfd	233	08/09/2011				
		39	2.29								
			C - Forms D)etails				_			
SR. No	S	l. No.	Date	S	tate	De	Value clared(Rs.)				
				ANDAMAN AND) NICOBAR	•		_			
						A	dd Delete				
Update Upda	ite & Subm	nit Delete	Exit								

Here, the dealer has to enter the TIN/CST Number, Name, Address and State of the Purchaser with whom the inter-state transactions were done. When the dealer presses the 'Next' Button, the system requests to enter the transactions details one-by-one for the transacted dates quarter. The transaction details which are to be entered are the Originating Place & State, Destination Place & State, Invoice No., Invoice Date, and Invoice Value, Main Commodity, and Commodity description, Bilty No., Bilty Date. The transaction details should be entered in the ascending order of invoice date. If at any stage the dealer finds that invoice details of any previous months are Left to be entered, he can go to 'Update and Submit 'option and insert the invoice details in appropriate quarter. After entering these details, once the dealer clicks the add button, the system will show these details in the data grid.

Also dealer has to enter the C-Form details(**C-Form that dealer has received from Other State, against which he is requesting for E I-Form**) which includes C-form Series Number, Serial Number, Date, State and Value. These C-form details firstly needed to submit in the receipt entry part of online form, then only dealer can use the same detail against issuing EI.

E II-Form

For E I-Form, the dealer has to choose the option 'E I-Form', Quarter, and Financial Year from minimal entry. On choosing, following screen would occur.

Onl	ine	For	ms		Co	Gove Commer	ernment of cial Ta	Chhattis ax De	^{garh} partment	
<u>Main P</u>	o _{aqe} T	IN: 22101	1204764	atuton: Forms	/	Submit/I	Delete E	II Form		
				Seller/Bu	yer Details	Subility (Delete L-	* in	dicates compulsory fi	elds
Form Typ	pe	TIN*	Pr	op/Comp.Name		Address	*		State	
E II-Form	*	227777777777	CRYSA	TAL	* RAIPU	R	*	СННАТТ	ISGARH	•
E1 Certificate SR. No.:	No:	WE		SL. No.:	1221]		
				Transportatio	n Details					
riginating Pla	ace & Sta	te		Des	tination Pla	ce & State				
AIPUR	CHHA	TTISGARH	•	PUI	NE	MAHARAS	STRA	•		
			Ent	ter Invoice De	tails for E1					
Inv. No*	Inv. Dat	e* Qua	ntity* Inv.	Value(Rs.)* Main	Commodity	Commoo Desc.*	lity Bi	lty No.*	Bilty Date*	
2938	12/03/201	3 8	9899	Iron 8	Steel	TEST	8378		12/03/2013	
									Add Delete	
			C - Fr	orme Detaile						
SR. No		Sl. No.	Date	inis Details	State		Value De	clared		
CG-CS	123		12/03/2013	CHHATT	ISGARH			25666		
							Add	Delete		
Update Upd	date & Sub	omit Delete	e Exit							

Here, the dealer has to enter the TIN/CST Number, Name, Address and State of the Purchaser with whom the inter-state transactions were done. When the dealer presses the 'Next' Button, the system requests to enter the transactions details one-by-one for the transacted dates quarter. The transaction details which are to be entered are the EI Certificate Number (EI-Form that dealer has received from Other State against which, he is requesting for EII form) which includes EI-form Series Number and Serial Number. These EI-form details firstly needed to submit in the receipt entry part of online form, then only dealer can use the same detail against issuing EII. The transaction details which are to be entered are the Originating Place & State, Destination Place & State, Invoice No., Invoice Date, and Invoice Value, Main Commodity, and Commodity description, Bilty No., Bilty Date. The transaction details of any previous months are Left to be entered, he can go to 'Update and Submit 'option and insert the invoice details in appropriate quarter. After entering these details, once the dealer clicks the add button, the system will show these details in the data grid.

Also dealer has to enter the C-Form details(C-Form that dealer has received from Other State, against which he is requesting for E II-form) which includes C-form Series Number, Serial Number, Date, State and Value. These C-form details firstly needed to submit in the receipt entry part of online form, then only dealer can use the same detail against issuing EI.

4.2 Update and submit

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After entering details of either of the C-Form, F-Form, E I-Form and E II-Form dealer can go to main page and select the 'Update and submit' option in 'e - CST forms'. This will show the following screen.

0	Inline	e F	011	ns	Gove Commer	rnment of Chha Cial Tax	attisgarh Departmen	t	
M	lain Page	TIN: 2	21012	204764	Prop/Comp. Name: Pl :. CST Statutory Forms - Submit F	<i>UJA MARKET</i>	ING		<u>Siqn Out</u>
Delete	Update&Submit	Form	Form Type	Seller/Buyer TIN	Seller/Buyer(Prop/Comp.Name)	No.of.invoices	Total Invoice Value(in Rs)		
	<u>Select</u>	Complete	C-Form	19281281216	EXPO CHAIN & BEARING STORES	1	232		
	<u>Select</u>	Complete	C-Form	23434343434	TEST(EW)&EBRB	1	9893		
	<u>Select</u>	Complete	F-Form	07290267305	Crystal Crop Protection Pvt. Ltd	1	81405		
	<u>Select</u>	Complete	E I-Form	22811405406	TEST	1	432423		
	<u>Select</u>	Complete	C-Form	23548855985	CASE NEW HOLLAND CONSTRUCTION EQIPMENT (INDIA)PVT. LTD	1	545		
	<u>Select</u>	Complete	C-Form	03902071575	EVEREST AND SANT ENGINEERS PVT. LTD	1	9288		
	<u>Select</u>	Complete	C-Form	233333333333	TEST(COMOSITION)	4	1132083		
	<u>Select</u>	Complete	C-Form	22021800388	Tanya Industries	0	0		
	<u>Select</u>	Complete	E I-Form	222222222222	FSDFS	0	0		
	<u>Select</u>	Complete	E II- Form	227777777777	TEST	0	0		
	<u>Select</u>	Complete	E I-Form	223333333333	TEST	0	0		
				Reject	ted 'OnlineForm' Requests can be re Submit All Delete Exit	e-submitted	Now		

Now the dealer can see the list of entries pending for submission. Here, dealer can submit all the requests in one go by clicking 'Submit All' button or submit the requests one-by-one by clicking on the select button of the required request. The following screen shows process for submitting of request for one-by-one option. This process is followed for C-Form, F-Form, E I-Form and E II -Form.

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Online Form	s (Government of Commercial Ta	Chhattisgarh X Department	
Main Page		_		Sign Out
TIN: 22101204	764 Prop/C	omp. Name: PUJA MARK	KETING	
	CST Statutory Forms - Updat	e& Submit/Delete E-1	I Form .:	
	Seller/Buyer Deta	nils	* indicates compulsory field	s
Form Type TIN*	Prop/Comp.Name*	Address*	State	-
E I-Form - 22811405406	TEST SDA	s	CHHATTISGARH -	
	Transportation Details			-
Originating Place & State	Destination F	lace & State		
	DURG	CHHATTISGARH	v	
	Enter Invoice Details for E	1		
Inv. No* Inv. Date* Quantity*	Inv.Value(Rs.)* Main Commod	lity Commodity Bilt Desc.*	y No.* Bilty Date*	
	Iron & Steel			
			Add Delete	
Invoice No Invoice Date Quantity Invo	ice value(Rs) Commodity Code Con	nmodity Desc. Bilty No. B	ilty Date	
Select 213 08/04/2012 23423 43242	3.00 1 4234	324 08	/05/2012	
4324	23.00			
	C - Forms Details			
SR. No Sl. No.	Date State	Valu Declared	ie I(Rs.)	
	ANDAMAN AND NICC	Add	Delete	
		Add		
Update & Submit Delete E	xit			
				-

Once the submit button is clicked, the following screen containing the WEB ACK SLIP will be shown. This can be printed and preserved by the dealer for future

		GOVERNMENT OF CHHATTISGARH Commercial Taxes Department
Second and		-: WEB ACK. SLIP :-
NAME :	PUJA MARKETING	
ACK NO. :	22115618	TIN NO: 22101204764
DATE :	05/06/2013	PERIOD: 201306 (YYYYMM)
ITEM :	Web CST SF	
		Web generated Acknowledgement Slip
		LIST OF CST SE

				2.01 01		•			
Form.Status	Form Type	Seller TIN	Prop/Comp.Name	Address	State Code	Max(Inv.Date)	Min(Inv.Date)	No.of.invoices	Total Invoice Value(in Rs)
Complete	C- Form	19281281216	EXPO CHAIN & BEARING STORES	KOLKATA	wв	12/09/2011	12/09/2011	1	232

Print Back

`

Option is available for the dealer to check the status of the CST request of C-Form, F-Form, E I-Form and E II–Form by clicking the Status. The following list will be shown which indicates the Status of the request made by the dealer and the comments of the authority.

0	nli	ne	For	rms	C	Gove Commer	rnment of cial Ta	Chhattise ax De	^{garh} partment	
Mai	<u>n Page</u>		TN: 2210	1204764	Bran (Co	nun Nama D		VETNC		Sign Out
			IN. 2210	1204704	:. CST Statutory Form	s - Status M	odule.:	KEIING		
Ack No.	ł	From::		To::	(numeric values)					
Ack Date	e F	From::		To::	(dd/mm/yyyy)	(Go Exit		-	
Ack.No	Ack.Date	Form Type	Form.Status	Seller/Buyer TIN	Seller/Buyer(Prop/Comp.Name)	No.of.invoices	Total Invoice Value(in Rs)	CST Status	if Rejected/Cancelled, Reason	
22115542	21/03/2013	F- form	Complete	22444444444	TEST	1	44	Request Approved		
22115543	21/03/2013	F- form	Complete	27360299092	MAKERS LABORATORIES LIMITED	1	60372	Request Approved		
22115544	21/03/2013	F- form	Complete	22454545454	TEST	1	88	Pending for approval		
22115547	30/03/2013	F- form	Complete	27650247765	FORCE MOTORS LIMITED	2	668550	Pending for approval		
22115548	30/03/2013	F- form	Complete	27050655398	NAAGAL GARMENT INDUSTRIES PVT LTD	1	160435	Pending for approval		
22115554	21/04/2013	C- Form	Complete	23434343434	TEST(EW)&EBRB	2	6345	Request Approved		
22115555	11/04/2013	F- form	Complete	23343534534	TERt	2	244684	Pending for approval		
22115559	21/04/2013	C- Form	Complete	22811405406	ABHILASHA	1	277711	Request Approved		
22115564	15/04/2013	F- form	Complete	22811405406	ABHILASHA	1	277711	Pending for approval		
22115567	21/04/2013	C- Form	Complete	27101204764	TESTO	1	675765	Request Approved		

4.4 Print

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The user can also print the CST forms by clicking the 'Print' option in 'e - CST forms'. Here system shows the list for approved CST forms, C-Form, F-Form, E I-Form and E II -Form. User can click on the 'Original' button to take the print out of Original copy of CST forms one-by-one. Also

'Duplicate' & 'Counterfoil' buttons are available to take the Duplicate & Counterfoil copies respectively. Please ensure that you have set the printer properly. This is shown in following screen. In case of multiple pages of singe CST form, you can take a print back to back.

On	line	For	ms		Ga Comme	ent				
<u>Main F</u>	Page T	'IN: 22101	20476	4 :. CST	Prop/Comp. Name: Statutory Forms - Print	<i>PUJA</i> Modul	MARKETING	;		Sign Out
Original Print	Duplicate Print	Counterfoil Print	Form Type	Seller/Buyer TIN	Seller/Buyer(Name & Address)	State	No.of.invoices	Total Amount(Rs)	Oldest Invoice Date	Latest Invoice Date
Original	Duplicate	Counterfoil	C-Form	22423421312	123 456	СТ	2	4677	10/05/2012	11/06/2012
Original	Duplicate	Counterfoil	C-Form	22811405406	TEST1234 ERWRWE	ст	5	3241	06/04/2012	24/06/2012
Original	Duplicate	Counterfoil	C-Form	22811405406	ABHILASHA RAIPUR	СТ	1	277711	10/05/2010	10/05/2010
Original	Duplicate	Counterfoil	C-Form	23434343434	TEST(EW)&EBRB TEST()EWR&KERJ	MP	2	6345	09/04/2010	05/05/2010
Original	Duplicate	Counterfoil	C-Form	27101204764	TESTO RAIPUR&(MH	1	675765	04/04/2012	04/04/2012
Original	Duplicate	Counterfoil	E II-Form	22811405406	TEST EII RAIPUR	ст	5	330447	01/04/2009	12/06/2009
Original	Duplicate	Counterfoil	E I-Form	222222222222	TEST01 RAIPUR	СТ	6	716900	01/04/2009	21/06/2009
Original	Duplicate	Counterfoil	E I-Form	222222222222	TEST02 RAIPUR	СТ	2	765	08/05/2012	17/05/2012
Original	Duplicate	Counterfoil	F-Form	22444444444	TEST TEST	ст	1	44	12/11/2011	12/11/2011
Original	Duplicate	Counterfoil	F-Form	27360299092	MAKERS LABORATORIES LIMITED MUMBAI	MH	1	60372	26/07/2011	26/07/2011
					Back					

4.5 Reprint Forms

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You can also take a print out of already printed form by going to "Reprint Forms" option.

	Onl	ine I	-01	rms	Govern Commerc	iment of	Chhattisgarh ax Departi	ment			4
	<u>Ma</u>	<u>in Page</u> TIN: 221	0120	4764	Prop/Comp. Name: PUJ	IA MAR	KETING		<u>Siqn Out</u>		
					:. CST Statutory Forms - Print Mod	lule .:					
	FormTy	ype : 💿 Com	plete () Partial							
Appr	roval Date Fr	rom : 01/02/201	3	To :	01/06/2013						
		e.g -17/11/2	2011		e.g -17/11/2011						
	SF Series	No:		SF Serial No	From :	To:					
		CG-CS (Form) / (F-Form)	C- CG-FS)		e.g - 10	e.,	g - 10				
		Process			Exit						
Original Print	Duplicate Print	Counterfoil Print	Form Type	Seller/Buyer TIN	Seller/Buyer(Name and Address)	State	No.of.invoices	Total Amount(Rs)	Oldest Invoice Date	Latest Invoice Date	
Original	Duplicate	Counterfoil	C- Form	222222222222	ммунукук	ст	1	567	12/12/2007	12/12/2007	
Original	Duplicate	Counterfoil	C- Form	27920008075	DROP CLOTHING CO.MUMBAI	мн	1	48068	30/06/2009	30/06/2009	
Original	Duplicate	Counterfoil	C- Form	223333333333	454454	ст	1	277771	01/05/2010	01/05/2010	
Original	Duplicate	Counterfoil	E II- Form	23203203920	TEST(R)E&WEJ.EEMTEST(D)&JEEQE.	MP	1	2399980	09/07/2011	09/07/2011	
Original	Duplicate	Counterfoil	E II- Form	23423324334	TEST EII COMP NAME(TEST)&,SHTEST EII ADDR(E)&EJ,WQL	MP	1	2324	08/03/2007	08/03/2007	
Original	Duplicate	Counterfoil	E II- Form	039999999999	TESTETST	PB	1	20	03/04/2013	03/04/2013	
Original	Duplicate	Counterfoil	E II- Form	22342343242	TEST3ASDAS	ст	1	3244234	08/02/2011	08/02/2011	
Original	Duplicate	Counterfoil	E II- Form	22811405406	TEST E2RPR	СТ	1	2324	08/04/2013	08/04/2013	
Original	Duplicate	Counterfoil	E I- Form	22111111111	TESTTEST(NAME,NAME)	СТ	2	79	12/11/2012	12/12/2012	
Original	Duplicate	Counterfoil	E I- Form	22344488888	TESTTEST	СТ	1	2989	12/04/2012	12/04/2012	

By clicking on print button user will get the C-FORM as shown below.

				۲						
				Original						
				FORM 'C'						
						[In Tr	iplicate]			
				Form of declaration						
				[See rule 12(1)]						
Nan	ne of issuin	ig state:	Chhat	tisgarh						
Off	ice of Issue		RAIPU	UR CIR-2						
Dat	e of Issue:		17/05/	2013						
Nan	ne of the n	urchasing dea	ler PUIA	ARKETING						
	the one in the p	d along with 1		14764						
Dat	- from whi	ab conjetentio	in in malid: 08/03/	2007						
Car	e nom win	chilegistiatio	CC C	S 200202						
T	ai ivo:		102	-3 277373 (4P-11)						
10:			125. ((#Seller)						
No. Stat of g issu [It i Nan Dat [Th	Bill/Cash Memo/Challan Noas stated below *purchased from you as per bill/cash memo/challan No. Stated below.]supplied under your challan Nodatedare for *resale / use in manufacture / processing of goods for sale / use in mining / use in generation / distribution of power / packing of goods for sale / resale and issued under the Central Sales Tax Act, 1956. [It is further certified that I/We am/are not registered under section 7 of the said Act, in the State of in which the goods covered by the Form are/will be delivered.] Name and address of the purchasing dealer in full: <i>PUJA MARKETING</i> , 71441477 4177, 71497 Date									
			(Statu	(ss of the person signi	(Signa (Name of f ng the deci	ture). the person signing t laration in relation (he declaration) to the dealer)]			
-										
- Pa	rticulars of	Dill/Cash Me	emol/Challanj	-						
Dat	e	INO.	Amount: Ks.467	/	LILLA TTE	CAPH				
#IN3	me & Add	ress or the se	uer with name of th	e state: 123,450,C	nnAllis	GAILI				
a se	trike out w	nicnever is n	ot applicable.	-						
Not	e:1.10 be	furnished to	the prescribed autho	rity.						
2.1	nis torm i	s printed by F	urchaser.							
3.T	his is Syste	m generated	copy,does not requi	re any signature.						
4.1	o verify C-	Form visit th	e website 'http:cg.ni	c.in/comtax' and clic	k link C-I	orm Search.	3			
				INVOICE DETAILS						
S1. No	Inv. No	Inv. Date	Main Commodity	Commodity Desc.	Inv.Value	Purpose	Pur.Ord.No/Date			
1	24234	10/05/2012	Iron & Steel	4234	324	MANUFACTURING OUTPUT BY PRODUCT	34234/			
2	4342	11/05/2012	Tron & Steel	54354	4353	MANUFACTURING	4354/			

`

By clicking on print button user will get the F-FORM as shown below.

				۲							
				Original							
				FORM 'F'		_					
		C.	Form of declaration	to be issued by the t	ransferee) (See					
Seri	al No:		C	G-FS 23033							
Nan	ne of issu	ing state:	Ch	hattisgarh							
Off	ice of Is	sue:	1	RAIPUR CIR-2							
Dat	e of Issue	e:	21	03/2013							
Nan	ne and ad	dress of the p	person: FUJA MARI	KETING, रामसागर वारा , र	वषु र						
to w	hom issu	ed along with	h his RC NO: 221	01204764							
To:	e from w	nich registrat	tion is valid: 08	ST (#Transferor)							
Reg	istration	Certificate N	lo, of the Transfe	or: 22444	444444.						
(#Tra	nsferor T	TIN)									
Cer	tified tha	t the goods t	ransferred to me /	us as per details belo	w have be	en re	eceieved as	nd dul	y acco	unte	d for
Des	cription (of the goods	sent	-							
Qua	ntity or v	weight									
Valu	e of the	goods	Rs	. 44							
Nun	nber and	date of invoi	ce								
Nan	ne of Rai	lway, Steame	er or Ferry Station	or Air Port or Post	Office or	Road	d Transpor	rt Cor	mpany	s Of	fice
fror	n where t	he goods we	re despatched								
		-	-								
No.	and date	of Railway F	Receipt or Postal I	Receipt or Goods Rec	eipt with	trip	sheet of lo	nry o	r any c	othe	r
doct	ument ind	dicating the r	neans of transpor	t -							
Dat	e on whic	h delivery w	as taken by the tr	ansferee							
	The abov	ve statement:	s are true to the b	est of my knowledge	and belief						
		(Size ature									
	(Nama o	f the person	sinning the dealer:	tion)							
*/94	atus of the	n ne person	ning the deeleration	n in colotion to the	tenesform	· · · · ·					
*(\$)	atus of th	he person sig	ning the declaration	on in relation to the	transferor						
Dat	a :-	ne person sig	ining the occlaration	in in relation to the	transferor	,					
* St	rike out v	whichever is	not applicable.								
Not	e:1.Tob	e retained wi	th Transferor.								
2. T	he conte	nts of this 'F'	form may be verij	ied from the website	www.tinxs	ys.co	om after 1	5 day	s from	the	
date	s of issue	of F form.									
3.T	his form	is printed by	Transferee.								
				DETAILS							
S1.	In No.	Inter Date	Main Commodito	Commodity Dave	In Value	0.	Transport	Bilty	Diller D	a de la	Delivery
No	inv. No	inv. Date	viain Commodity	Commonity Desc.	inv.value	Qığ	Name	No.	Burly D	ate.	Date
1	1212	12/11/2011	Iron & Steel	YTR	44	55	TEST	323	12/11/2	2011	12/11/2011
Form	Series/Seri	ai No : CG-FS	5 23033								

By clicking on print button user will get the E I-FORM as shown below.

)					
THE CE	NTRAL SAI	LES TAX	(REGISTRATI	ON AND TUR	NOVER) RULE	S, 195	7		
Name of th	- State CHH/	ATTISCAR	н						
Seciel No. 6	C.FIS3	ATTISGAN							
		Certific	ate under sub-sed [See Rule 1	ion (2) of Section 2(4)]	6				
[To be sale falling movement	issued (in dup under Section of the goods	plicate) (i) n 3(a) or from one	by the selling dea (ii) by the dealer State to another in	ler who first mov who makes the f the case of a sal	ed the goods in t irst inter-State sa e falling under Se	he case o le during t ction 3(b)	fa the .]		
A. Name of	the selling de	ealer		PUJA MARK	ETING				
B. (i) Nam	e of the purch	hasing dea	ler	TEST					
(ii) Addr	ess (with nam	ne of the S	State)	TEST(NAME	NAME) CHHATT	ISGARH			
C. (i) Nam	e of place	and State	in which mover	nentTEST1			_		
Nem	menced	d State to	which the ends i	CHHATTISG	ARH		_		
(ii) beer	consigned by	y the signa	story	MAHARAST	RA		-		
D. (i) Invo	ice No. and d	ate		(see table be	elow)				
(ii) Desc	ription, quant	ity and va	lue of goods	(see table be	elow)				
(iii) recei State	Number and date of the declaration form 'C (iii)recived from purchasing dealer with name of(see table below) State of issue								
Num	ber and dat	te of the	Railway Receipt	Trip(see table be	:low)				
(iv)shee mea	ns of lorry/or	any other rt	er document of c	ther (see table be	low)				
and am/are CHHATTIS tax was pain in pursuant sale of goo authority of [The above	alling dealer() bolding regis GARH. [I/We yable under to be to any exe ds covered by the State of a statements a	s) mention ce stration ce i further ce he Act in v imption or documen CHHATTE are true to	the above do cent trifficate No. 2210 rtify that (i) I/We iew of the general to whose particular SGARH]. the best of my kn (.	iny that I am/we 1204764 dated will pay/have pa exemption referr id under sub-sed s are given above owledge and belin Signature)	of registered up 08/03/2007 in id tax under the / ed to in sub-secti- tion (5)] of Sectio e, to the appropris	the State Act or (ii) on (2-A) (on 8, on t ate sales t	of no [or the tax		
			(Name of the pers	on signing the cer	tificate)			
Dated: 11/	04/2013		0	Place) Status of the pe	rson signing the (certificate	in		
Address (wi	ith name of th	he State) (0a,0aúaNaô0	CHHATTISGA	RH			
[Explanati	on In this	Form, Ite	m D(iii) shall not	be applicable in	cases covered by	the seco	nd		
(NoteTo	be retained b	y the deal	er receiving the ce	tificate.)					
Note : 1. To 8 2. This form i 3. This is Sy 4. To verify	be furnished to is printed by S stem generated EI-Form visit	the prescri eller. copy,does the website	bed authority. not require any sig e 'http:cg.nic.in/con	nature. ntax' and click lin	k EI-Form Search.				
			Invo	ceDestil					
Invoice No	Invoice Date	Quantity	Invoice value(Rs)	Commodity Code	Commodity Desc.	Bilty NO.	Bilty Date.		
2493	12/11/2012	34	34	Iron & Steel	YH	33	12/11/2012		
29389	12/12/2012	5	45	Iron & Steel	RT	45	12/12/2012		

`

By clicking on print button user will get the E I-FORM as shown below.

)					
			Ociaia						
THE CE	NTRAL SAL	LES TAX	(REGISTRATI	ON AND TUR	NOVER) RULE	S, 195	7		
			FORM 'E	-11'					
Name of th	e State CHHA	ATTISGAR	н						
Serial No. C	G-EIIS10	C							
		Cerune	[See Rule 1	2(4)]					
[To be i	issued (in dup	licate) by	the first or subseq	uent transferor in	the series of sale	s referred	l to		
in Section 6(2)(b).]	6(2)(a) or se	cond or s	ubsequent transfer	or in the series of	of sales referred (to in Sect	ion		
A	the dealers a		and the barrent of a	4 Mar.			_		
A. Name of documen	the dealer e	the goods	sale by transfer o	T THE PUJA MARK	KETING				
B. (i) Nam	e of the purch	hasing dea	der	TEST E2			-		
		-		RPR			_		
(iii) Addr	ess (with nam	ne of State	=)	CHHATTIS	SARH		-		
C. o Nam	e of the plac	e and Sta	te in which move	mentRAIPUR					
com	menced			CHHATTIS	SARH				
(ii) Nam	e of the plac	he place and State to which the goodsDURG							
D (i) Invo	ice No. and di	ata	Constable below						
GD Desc	ii) Description, quantity and value of goods (see table below)								
Number and date of the declaration Form "C									
(iii) rece State	ived from p s of issue	urchasing	dealer with nam	e of (see table b	elow)				
Num	ber and date	of the Rai	lway Receipt/Trip :	sheet(see table b	elow)		_		
(iv) of lo trans	sport any ot	ther docum	nent of other mea	ns of (see table b	elow)				
I/We the se	elling dealer d	o certify th	hat -						
(a) I	am/We are	registered	I under the Act a	ind am/are holdi	ing registration of	ertificate	No		
22101204	764 dated 0	8/03/20	07 in the State of	CHHATTISGARH					
(b) 1/We	other referred	hased the	documents of title	to the goods dur	WE 20 in Form	Ent from o	TT:		
have now a	effected a sub	bsequent s	sale during such m	ovement by trans	ferring the same	in favour	of		
(c) [T]	he dealer from	m whom 3	I/We purchased th	e documents of	title to the good	s durina t	the		
movement	referred to in	(b) above	, has certified (i) t	that he has paid/v	vill pay the tax or	(ii) thất t	the		
tax has been	en/will be pai	d by any o	of the preceding tr	ansferors of docu	ments of title to t	the goods	or		
(iii) that he	A) or in ours	yable und	er the Act in view	or the general e	ted under sub-se	ato in su	- of		
Section 8.]						(2)			
[The above	statements a	are true to	Che best of my kn	Signature)	••••	-			
			C	Name of the pers	on signing the cer	tificate)			
				Place)					
			2	Status of the pe	rson signing the	certificate	in		
Dated: 17/	04/2013			elation to the deal	ler)].				
Address (w	ith name of th	he State) (J∂Ù∂ç∂n±∂U N∂r	i0a,0aúaNa60	, CHHATTISGA	RH			
[Explanati	[Explanation 1: In this Form, 'transferor' means by person who effects a sale in the mode referred								
to in cl. (b)	of s.3.	Form It.	m D(iii) shell not	he explicable in	cares covered by	-			
proviso to s	sub-section (2) of Section	on 6.1	on applicable in	cases covered by	Sing Seco			
(NoteTo	be retained b	y the deal	er receiving the ce	rtificate.)					
Note :1. To be f	umished to the pro	actived author	nity.						
2. This form is p 3. This is System 4. To verify E1	ented by Seller. n generated copy,d I-Form visit the w	iocs not requi chaite "http:cr	re any signature. .nic.in/comtax' and click	link Ell-Form Scarch					
			Invoir	e Details					
Invoice	Invoice		Invoice	Commodity	Commodity	Billy	Biller		
No	Date	Quantity	value(Rs)	Code	Desc.	NO.	Date.		
-/1	08/04/2013	323	2324	Iron & Steel	TEST	2313	09/04/20		

4.6 Upload XML/ZIP file

On click of 'Upload XML' option, the dealer will be shown the following screen.

Onlir	ne Forms	Con	Government of Chhattisgarh nmercial Tax Department	
Main Dago				Sign Out
Hall Page	TIN: 22101204764	Prop/Comp.	Name: PUJA MARKETING	<u>Siqii Out</u>
		Module Nam	e	
Select Form	Type to upload XML file requ	esting to issue Forms		
C-Form C E I-For	rm 🔘 E II-Form 🔘 F-Form			
	Exit			
Note: Only xml files ar	re allowed.			

Here, the dealer has to select Form-Type to upload XML file for requesting C-Form, F-Form, E I-Form or E II-Form.

For C-Form, F-Form, E I-Form and E II –Form

Dealers can also upload the XML file, containing the CST request information using the option of 'Upload XML file' for C-Form, F-Form, E I-Form and E II -Form. Here, when the file is browsed and uploaded, the system checks for the format and structure of the files. If it matches as per the XSD format for XML file structure given by the department, it will allow saving and submitting. Otherwise it ignores the same with the error messages. The following screen shows the process of the XML file upload.

Onli	ne Forms	Government of Chhattisgarh Commercíal Tax Department	
<u>Main Page</u>	TIN: 22101204764	Prop/Comp. Name: PUJA MARKETING :. CST XML File Upload Form .:	Sign Out
Form Type Enter File Name	Complete Choose File No file chosen	Upload Exit	

The XML file validation details are shown below. – One without error and one with Error.

	Online Forms				Com				
	<u>Main I</u>	Page TIN: 22101204	764]	Prop/Comp. N	ame: PUJA MARKI	ETING	<u>Siqn Out</u>	
		XML file Uploaded Success	:. CST St	atutory Rec	quest Form -	- XML Validation	.: OnlineForm Request f	or the period (2008-2	2009,2009
Ref.No 0	Pur.Tin 22101204764	Sel.Tin Sel.N 27690001363 SKOL BREWER	ame	Sel.Addr PALS, AURAG	Sel.State	e SFType Error			
Ref.No	Invoice No.	Invoice Date (mm/dd/yyyy)	Commodity Code	Commodity	Invoice Value	Purchase Order No.	Purchase Order Date (mm/dd/yyyy)	Purpose Code	Error
0	56668	04/01/2009	100	BEER	564000			Т	
0	3323	10/14/2009	106	BEER	564000			Т	
0	56775	10/16/2009	106	BEER	564000.38			Т	
0	eqeqe2	10/16/2009	106	BEER	578400.28			т	
		Total N	lo of Master Red Total No of Invo	cords is:: 2 , pices is:: 4 ,	in which 2 m in which 4 in Back	naster records save voices saved succ	ed successfully æssfully		

This screen shows data with error.

•

	Onl	ine Forn	15		Com	Government of G nercial Ta	Chhattisgarh x Department		
_	<u>Main I</u>	^{2age} TIN: 22101204	764	I	Prop/Comp. Na	me: PUJA MARK	XETING	Sign Out	
			:. CST S	tatutory Red	uest Form -	XML Validatio	n .:		
					-		OnlineForm	n Request for the peri	od (2008-2
		XML file Uploaded Success	fully						
		Validate XML Data							
		Back							
ETI-TIN I ETI-TIN I ETI-TIN I EDI-Invo ED2-Invo ED3-You EF-Invoic EN2-Invo EN2-Invo EN2-Invo EN2-Invo EN2-Invo RP4-Invo EN2-Invo Ref.No	In the analysis of the second	vaus; ; ; i less than CST Transfor Date; eless than CST Transfor Date; eless than CST Transfor Date; preater than/equal to CST Registratio ald; greater than/equal to 01/04/2008; less than CST Cancel Date; enter C for C-form; ald; Sel.Tin Sel.N	v n date; e; lame	Sel.Addr	Sel.State	SFType Error			
0	22101204764	22101204764 SKOL BREWE	RIES LIMITED UNI	T PALS, AURAGA	ABAD, MH	C :ET2			
1	22101204764	27690001363 SKOL BREWE	RIES LIMITED UNI	T PALS, AURAGA	ABAD, MH				
Ref.No	Invoice No.	Invoice Date (mm/dd/yyyy)	Commodity Code	Commodity	Invoice Value	Purchase Order No.	Purchase Order Date (mm/dd/yyyy)	Purpose Code	Error
0	56668	04/01/2009	100	BEER	564000			т	
1	3323	10/14/2009	106	BEER	564000			т	
1	56775	10/16/2009	106	BEER	564000.38			т —	
1	eqeqe2	10/16/2009	106	BEER	578400.28			Т	
			Data	has fatal Er	rors! It can	not be Saved			

Based on whether there is error or not, on pressing the 'Save' button, the records are saved to the system.

5. Receipt Entries

`

After successfully logging into the department web-site, dealer can see the following Main page. Here dealer has to select the option 'CST Receipt Forms', to enter the details of utilized and receipt of the CST forms, both C-Form & F-Form.

This option has been provided to the dealer to enter or upload and submit the utilization details of the Partial C-forms issued from the CTO and receipt details of the CST forms of the other states

Online Fo	rms	Government of Chhattisgarh. Commercial Tax Department	
<u>e-services</u>			Sign Out
🖻 mainmenu	TIN	22101204764	
e-CST Forms	Prop/Comp. Name		
Request Entry	Last Login	On 04/06/2013 at 1:11:15 PM	
Upload XMLs	Announcements		
Update and Submit	Announcements		
Status			
Print			
Cancel			
Reprint Form			
Entry and Update			
Lipload XMLs			
Verify and Submit	Notices		
Reports and Help	1.CFSConverter has	been updated on 31-01-2012, so while converting data	into xml please
Downl oad Setup	download the upda	ted converter from website	
Contact Detail			
	IT So	lution By National Informatics Centre	

When dealer clicks on the 'Entry and Update' sub-option in the 'CST Receipt forms', the System shows the following screen. Dealer can select either C-Form, F-Form, E I-Form and E II -Form from Form Type.

Onl	ine Forms	Com	Government of Chhattisgarh Commercial Tax Department				
	_						
<u>Main Page</u>					<u>Sign Out</u>		
	TIN: 22101204764	Prop/Comp. N	ame: PUJA MARKETING				
		:. CST Statutory Forms - I	Entry Form .:				
Form Type*	Series 1	lo* Serial No*					
C-Form	UTILISATION O RECEIPT		GO	Exit			

C-Form

Here the dealer has to enter the Series Number and Serial No of the form and click the GO button. If the details entered are for the first time, the system prompts the user to click on the 'New Entry' option; otherwise the existing details for the entered form will be shown for updation or deletion.

Onli	ne Forms	5	Gove Commer	ernment of Chhattisgarh ecial Tax Department	
<u>Main Page</u>	TIN: 221012047	64	Prop/Comp. Name: F	PUJA MARKETING	Sign Out
		:. CST St	atutory Forms - Entry I	Form .:	
Form Type [#]		Series No*	Serial No*		
C-Form		CS-CG	1234	New Entry Exit	
			Data Not Available Fo	or This Entry. Click 'New Entry' Button to continu	ie

Once this step is completed, the system shows the following Screen.

Out	in Com		Government of Chhattisgarh								
Oni	ine Fori	NS You have	gone full screen.	Exit full screen (F11)	partment						
<u>Main Page</u>	TIN: 221012	04764	Pron/Comp. N	amet PULA MARKETING		<u>Sign Out</u>					
	110, 221012	. CST S	statutory Forms - E	ntry Form .:							
Form Type*		Series No*	Serial No*								
C-Form		CS-CG	1234								
1	UTILISATION R	ECEIPT	L			-					
Enter Seller / Buyer Details											
TIN*	Trade Name*	Address*		State*		-					
229999999999	SURAJ	RAIPUR		CHHATTISGARH	•						
Invoice No	Invoice Date	Commodity Petrol and Highspeed Die	Commodity I	Desc.	Invoice Value(Rs.)						
		ADD Delete	Exit								
			Added SF Invoid	es							
	Invoice No	Invoice Date	Commodity	Commodity Desc.	Invoice va	lue					
Select	1299	12/12/2012	2	TEST	1202						

Now, dealer has to enter the invoice number, invoice date, commodity and invoice Value of each transaction that is recorded with the selected CST receipt form. Once all the entries are completed, the dealer can press exit button and come out from this screen. The details entered by the dealer are stored temporarily in his Account and not made available to the department for official use as the dealer has not yet submitted the same.

F-Form

•

For F-Form the dealer has to follow the same process by enter the Series Number and Serial No of the form And click the GO button If the details entered are for the first time, the system prompts the user to click on the 'New Entry' option, otherwise the existing details for the entered form will be shown for updation or deletion.

Onlir	ie Forms	3	Gov Commen	rernment of Chhattisgarh rcial Tax Department	
<u>Main Page</u>	TIN 221012047				Sign Out
	TIN: 221012047	04 :. CST Sta	Prop/Comp. Name: I tutory Forms - Entry	PUJA MARKETING Form .:	
Form Type*		Series No*	Serial No*		
F-Form		CG-SF	123	New Entry Exit	
	UTILISATION @ RECEIPT		Data Not Available F	or This Entry. Click 'New Entry' Button to conti	nue

Once this step is completed, the system shows the following Screen.

Onlin	ie Forn	ns	Government of Chhattisgarh Commercial Tax Department					
Main Page								Fig
riam Page	TIN: 221012	04764	Prop/Comp	. Name: PUJA	MARKETI	NG		5141
		:. CST S	tatutory Forms	- Entry Form	.:			
Form Type*		Series No*	Serial No	*				
F-Form		CG-SF	123456					
	-O-UTILISATION ® RE	CEIPT						
		Enter Selle	er / Buyer Deta	ails				
TIN*	Trade Name*	Address*		State*				
22333333333	SHUBAUM	MUMBAI	1	CHHATTISGAR	ŧH	-		
	· • • • · · • Inv	pice	Commodity	Tuancoast	p:lb.	p:14		
Inv. No. [*] Inv.D	ate" Quantity" Valu	e(Rs.)* Commodity	Desc.	Name*	No*	Date*	Deliver Date	Y
		Four Wheeler Vel	•					
	ADD Delete	Exit						
Added SF Invo	oices							
Invoice No In	voice Date Quantity I	nvoice Value Commodity	Commodity Desc.	Transport Nam	e Bilty No.	Bilty Date De	livery Date	
Select 1029 1	2/03/2013 837	34839 4	TEST	RAJ	9238	12/03/2013 1	2/03/2013	

Now, dealer has to enter the details of each transaction that is recorded with the selected CST receipt form with Invoice details having invoice number, invoice date, commodity, invoice value, Quantity along with the Transport details containing Transport name, Bilty No., Bilty Date and Delivery Date. Also blank Delivery Date is allowed. Once all the entries are completed, the dealer can press exit button and come out from this screen. The details entered by the dealer are stored temporarily in his Account and not made available to the department for official use as the dealer has not yet submitted the same.

E I-Form

For E I-Form the dealer has to follow the same process by enter the Series Number and Serial No of the E I -Form and click the GO button. If the details entered are for the first time, the system prompts the user to click on the 'New Entry' option; otherwise the existing details for the entered form will be shown for updation or deletion.

Online	Forms	Governn Commercia		
<u>Main Page</u> TJ	IN: 22101204764	Prop/Comp. Name: PUJA	A MARKETING	<u>Siqn Out</u>
Form Type*	:. CST: Series No*	Serial No*		
E I-Form	CG-CE1	Data Not Available For Th	New Entry Exit	tinue

Once this step is completed, the system shows the following Screen.

Onlin	ne Form	<u>s</u>	Government of Chhattisgarh Commercial Tax Department					
<u>Main P</u>	TIN: 22101204	764	Prop/Comp. Name: PUJA MARKE	<u>Sign Out</u> TING				
		:. CST St	atutory Forms - Entry Form .:					
orm Type*		Series No*	Serial No*					
I-Form	UTILISATION RECEIPT	CG-CE1	123					
		Enter Selle	r/Buyer Details					
IN*	Trade Name*	Address*	State*					
22333333333	TETA	RAIPUR	CHHATTISGARH	•				
Driginating Direct	9 Chata	Transpo	Partian Diago & State					
Priginating Place								
				Update Details				
(nv. No.* Inv.	Date* Quantity* ^{Invoice} Value(R ADD Delete	s.)* Commodity	Commodity Desc. Bilty No*	Bilty Date*				
Invoice No	Invoice Date Quantity	Invoice Value Co	mmodity Commodity Desc. Bilty No.	Bilty Date				
Select 2938	12/02/2013 99	1029	3 TES 2399	12/02/2013				
		1029						
		C - Forms D	etails	Value				
SR. No	SI. No.	Date	State	Declared(Rs.)				
			ANDAMAN AND NICOBAR					
				Add Delete				
			Exit					

Now, dealer has to enter the details of each transaction that is recorded with the selected CST Receipt form with Invoice details having the Originating Place & State, Destination Place & State, Invoice No., Invoice Date, and Invoice Value, Main Commodity, and Commodity description, Bilty No., Billy Date.

Also dealer has to enter the C-Form details(C-Form that dealer has issued from Chhattisgarh State against which, he has received EI form) which includes C-form Series Number, Serial Number, Date, State and Value. The details entered by the dealer are stored temporarily in his Account and not made available to the department for official use as the dealer has not yet submitted the same.

E II-Form

For E II-Form the dealer has to follow the same process by enter the Series Number and Serial No of the E II-Form and click the GO button. If the details entered are for the first time, the system prompts the user to click on the 'New Entry' option; otherwise the existing details for the entered form will be shown for updation or deletion.

Online Fo	orms	Governm Commerci	nent of Chhattisgarh al Tax Departmo	ent	
					-
<u>Main Page</u>				Sig	<u>in Out</u>
TIN: 22	101204764	Prop/Comp. Name: PUJA	A MARKETING		
	:. CST St	atutory Forms - Entry For	m .:		
Form Type*	Series No*	Serial No*			
E II-Form	CG-CEII	6766	New Entry	Exit	
	® RECEIPT	Data Not Availab	le For This Entry, Click 'New	Entry' Button to continue	

Once this step is completed, the system shows the following Screen.

Online For	rms	Government of Ch Commercial Tax	hattisgarh A Department	
Main Page TIN+ 2010	01204764	Bron/Comp. Vame: PUIA MAPEE	Sign C	Dut
	:. CST	Statutory Forms - Entry Form .:	11110	
Form Type*	Series No*	Serial No*		
	CG-CE2	128		
	Enter Sel	ler/Buyer Details		
'IN* Trade Name	e* Address*	State*		
225666666666	TEST	CHHATTISGARH	•	
	Trans	portation Details		
Driginating Place & State		Destination Place & State		
CHHATTISGARH	-	PUNE	-	
nv. No.* Inv.Date* Quantity	Invoice Value(Rs.)* Commodity Coal and Coke	Commodity Desc. Bilty No [*]	Bilty Date [®]	
ADD Delete	Quantity Invoice Value	Commodity Commodity Dass Bilty No	Ritu Date	
Select 293 12/02/2013	99 1029	3 TES 2399	12/02/2013	
	1029			
	C - Forms	Details		
SR. No Sl. No.	Date	State	Value	
			Declared(Rs.)	
			Add Delete	
		Exit		

Now, dealer has to enter the details of each transaction that is recorded with the selected CST Receipt form with Invoice details having the Originating Place & State, Destination Place & State, Invoice No., Invoice Date, and Invoice Value, Main Commodity, and Commodity description, Bilty No., Billy Date.

Also dealer has to enter the C-Form details(C-Form that dealer has issued from Chhattisgarh State against which, he has received EI form) which includes C-form Series Number, Serial Number, Date, State and Value. The details entered by the dealer are stored temporarily in his Account and not made available to the department for official use as the dealer has not yet submitted the same.

5.1 Verify and Submit

•

The next step to be followed by the dealer is to click on the 'verify and submit' option in the 'CST Receipt Forms' menu, where-in the system shows the list of forms entered, both C-Form & F-Form but are waiting for submission by the dealer, as shown below.

						Concernment of Obb - tti-	-
n	alina	Low	44.0			Government of Chhattisga	rn.
	nine	FUT	ns		Comr	nercial Tax Dep	artment
							-
	Main Page						
	T	IN: 22101	204764		Prop/Comp. Na	me: PUJA MARKETING	
			:. C	ST Statuto	ry Forms - Pending	For Submission .:	
		Li	ist of Statutor	y Form Invoi	ces entered		
	Util Catagory	Form Type	Series No	Serial No	Seller/Buyer TIN	Seller/Buyer Name	
Select	R	F-FORM	mp		02323823899	TESDT	
Select	R	F-FORM	AZZ		02150024566	SDDS DFG	
Select	R	C-FORM	cg-csy		00123456181	TEST NAME	
Select	U	C-FORM	MPs		02728282288	TEST COPM	
Select	U	C-FORM	mp		18711721878	TESY	
Select	R	C-FORM	MH-CM		02073949239	Test Name	
<u>Select</u>	R	F-FORM	KLNPLKJU		29457896541	TEST 0812	
Select	R	F-FORM	ASQ		00356445450	SDDF FDDFG	
Select	R	C-FORM	mp		22317182639	test	
<u>Select</u>	R	C-FORM	KJ		22102829172	TESTJJK	
Select	U	F-FORM	11		22345666342	TEST2	
Select	R	C-FORM	PL2		22737733737	TESTHH(E)	
Select	U	C-FORM	-		22453353534	TEST15	
Select	U	F-FORM	dsf		2244444445	TEST16	
Select	U	F-FORM	ALL		22453353534	SDFA	
Select	R	E I-FORM	39		22233333333	TEST	
Select	U	F-FORM	24		24343434343	DFGDFGd	
Select	U	C-FORM	TY		2244444444	FGDFGD	
Select	R	C-FORM	mo		22334434343	SRERTERTERT	
Select	R	C-FORM	MP		23232323232	TEST	
Select	R	E I-FORM	TEST		22101010101	TEAT	
Select	U	C-FORM	mp		23343353453	TEST	
Select	U	F-FORM	11		22333333333	TEST3	
Select	U	F-FORM	fasfasd		220000000	TEST4	
Select	U	C-FORM	nm		220000000	TEST6	
Select	R	C-FORM	11		22453353534	TEST9	
Select	R	C-FORM	2345		22345666555	TEST9	
Select	U	C-FORM	dsfs		22345666213	TEST10	
Select	U	C-FORM	-		2244444445	TEST10	
Select	U	C-FORM	-		22453353534	TEST12	
Select	U	F-FORM	-		22453353534	TEST11	

Next, the dealer can click on the select link against the form, which the dealer wants to submit, the system shows the details of the form as shown in the next screen.

0	nline Forms comme							Government of Chhattisgarh nercíal Tax Department					
_	_												
	Main D	200											Sign Out
	<u>Halli P</u>	TIN:	2210120	4764			Ргор/Со	mp. Nan	ne: PUJA	MARE	ETING		Sign Out
					:. CST 9	Statuto	ory Form	is - Sub	omit For	m .:			
	Form Typ	e	Serie	es No		Se	erial No						
E I-Form		- C	G-CE1		123								
Se	ller/Buye	r Tin	Seller/Bu	yer Name	e S	eller/B	uyer Add	ress	Se	ller/Bu	yer State		
22333333	333		TETA		RAIPU	R			CHHATTI	SGARH		-	
			Lis	t of Statutor	v Form Invoi	cess ente	red						
Invoice No	Invoice Date	Commodity	Commodity Desc.	Invoice Value	Quantity	Origin Place	Origin State	Dest. Place	Dest. State	Bilty No.	Bilty Date		
2938	12/02/2013	3	TES	1029	99	RAIPUR	СТ	PUNE	MH	2399	12/02/2013		
No of In	voices	1	Total Net	/alue	1029								
				Submi	t Delete	Б	xit						
				5.01011									

Here, the dealer verifies the details and clicks the submit button. Now the 'Web ACK Slip' will be generated as shown below. This can be printed by the dealer and submitted to the concerned CTO for record. This 'Web ACK Slip' contains the details of the forms submitted.

C-Form 'Web ACK Slip'

`

		GOVERNMENT OF CHHATTISGARH Commercial Taxes Department -: WEB ACK. SLIP :-									
:	PUJA MARKETING	MARKETING									
D. :	22281				TIN	1 NO: 2	2101204764				
	07/06/2013										
	SF[R-F-Form-C	-F-Form-CG-SF-123456]									
		We	b genera	ted Acknowledg	ement Slip						
	List of P	urchase Inv	oices e	ntered							
Seller TIN	Prop/Comp.Name	Address	State Code	Latest Inv Date	No.of.invoices	Tota Invoi Value Rs)	al ice e(in)				
223333333333	SHUBAUM	MUMBAI	ст	03/12/2013 12:00:00 AM	1	3483	39				
	Seller TIN	PUIA MARKETING PUIA MARKETING 22281 07/06/2013 SF[R-F-Form-Cl List of P Seller TIN Prop/Comp.Name 22333333333 SHUBAUM	PUJA MARKETING PUJA MARKETING 22281 07/06/2013 SF[R-F-Form-CG-SF-123- Wa List of Purchase Inv Seller TIN Prop/Comp.Name Address 2233333333 SHUBAUM MUMBAI	PUJA MARKETING PUJA MARKETING 07/06/2013 07/06/2013 SF[R-F-Form-CG-SF-123456] Web general List of Purchase Invoices e Seller TIN Prop/Comp.Name Address State Code SHUBAUM MUMBAI CT	-: WEI FUJA MARKETING .: 22281 07/06/2013 SF[R-F-Form-CG-SF-123456] Web generated Acknowledg List of Purchase Invoices entered Seller TIN Prop/Comp.Name Address State Latest Inv Code Date 2233333333 SHUBAUM MUMBAI CT 03/12/2013 12:00:00 AM	FUJA MARKETING PUJA MARKETING 07/06/2013 07/06/2013 SF[R-F-Form-CG-SF-123456] Web generated Acknowledgement Slip List of Purchase Invoices entered Seller TIN Prop/Comp.Name Address State Latest Inv Date No.of.invoices 2233333333 SHUBAUM MUMBAI CT 03/12/2013 12:00:00 1	FUIA MARKETING PUIA MARKETING 07/06/2013 07/06/2013 SF[R-F-Form-CG-SF-123456] Web generated Acknowledgement Slip List of Purchase Invoices entered Tot Invo Seller TIN Prop/Comp.Name Address State Latest Inv No.of.invoices Tot Invo 2233333333 SHUBAUM MUMBAI CT 03/12/2013 1 348				

F-Form 'Web ACK Slip'

	GOVERNMENT OF CHHATTISGARH Commercial Taxes Department -: WEB ACK. SLIP :-							
Concercion and a								
NAME :	PUJA MARKETING							
ACK NO. :	22282	TIN NO	22101204764					
DATE :	07/06/2013							
ITEM :	SF[U-F-Form-CG-SF-123]		1					
	Web generated Ackr	sowledgement Slip						

	List of Purchase Invoices entered										
Form Type	Seller TIN	Prop/Comp.Name	Address	State Code	Latest Inv Date	No.of.invoices	Total Invoice Value(in Rs)				
F- Form	22333333333	TET	TETR	СТ	03/12/2013 12:00:00 AM	1	34839				

Print Back

In same way ACK Slip for E I- Form and E II- Form will be generated.

There is also provision for the dealer to take the print out of the already submitted forms using 'CST Forms Receipt' option in the 'Reports and Help' menu,

`

F-

Form

223333333333

SHUBAUM

0	nl	ine_	Forn	ns						
Ma	in Page									Sign Out
		TIN	l: 221012	04764		Prop				
				:	CST Statu	tory Forn	ns - Print Invoice	Report .:		
	ACK No	ACK Date	Util Catagory	st of Statutor Form Type	y Form Invoi Series No	ces entered Serial No	Seller/Buyer Tin	Seller/Buyer Name		
<u>Select</u>	22235	23/03/2013	R	C-FORM	MP		23344444444	TEST		
Select	2283	07/08/2012	U	C-FORM	MP-CS		24888344	Test seller		
Select	2284	07/08/2012	U	F-FORM	NWS		23784565981	TEST 06		
Select	22240	02/04/2013	U	C-FORM	1		22453545	TEST2		
<u>Select</u>	22248	06/04/2013	R	E I-FORM	WE		22324243234	WER		
<u>Select</u>	22279	29/05/2013	U	C-FORM	12		22222222222	TEST		
<u>Select</u>	22272	22/05/2013	U	E I-FORM	TESTING		22222222222	22		
<u>Select</u>	22247	06/04/2013	R	E I-FORM	WE		22324243234	WER		
Select	22266	22/05/2013	R	E I-FORM	HELLO		229999999999	TEST		
Select	22274	28/05/2013	U	F-FORM	24		22222222222	TEST		
Select	22278	28/05/2013	U	E I-FORM	TEST		22222222222	TEST E2		
Select	22262	15/05/2013	U	E I-FORM	WE		22000000000	TEST		
Select	22249	09/04/2013	U	E I-FORM	EM		23232323232	TWERWR		
Select	22230	21/03/2013	R	C-FORM	1qq		220000000	TEST5		
Select	22231	21/03/2013	R	F-FORM	32		22345666	TEST5		
Select	22236	23/03/2013	R	C-FORM	mp		23344444444	TEST		
Select	22237	02/04/2013	U	C-FORM	12		2243545	TEST		
<u>Select</u>	22242	02/04/2013	U	C-FORM	cg-cs		222222	TESTNAME		
Select	22239	02/04/2013	U	C-FORM	1		22453545	TEST2		

On click of the select button, system shows the invoice details, which can be printed by the user.

		GOVERNMENT OF CHHATTISGARH Commercial Taxes Department -: WEB ACK, SLIP :-									
NAME	NAME : PUJA MARKETING										
ACK NO	D.:	22281				TIN NO: 2	2101204	4764			
DATE :	. (07/06/2013									
ITEM :	5	5F[F-FORM-03-12	23456-22	3333	33333]						
			Web gen	erated A	cknowledgemen	t Slip					
		List of Pu	irchase Inv	oices	entered						
Form Type	Seller TIN	Prop/Comp.Name	Address	State Code	Latest Inv Date	No.of.invoices	Total Invoice Value(in Rs)				
F					03/12/2013						

12:00:00

AM

MUMBAI CT

Back Print

34839

1

5.2 Upload XML File

`

Dealer has the provision to upload the XML file containing multiple CST forms with invoices in one-go using the option 'Upload XML file' in the CST Receipt forms.

On click of 'Upload XML' option, the dealer will be shown the following screen.

Online F	Forms	Cor	Government of Chhattisgarh nmercial Tax Department	
				- Strand
<u>Main Page</u>				<u>Sign Out</u>
TIN:	22101204764	Prop/Comp.	Name: PUJA MARKETING	
		Module Nan		
Select Form Type to u	Ipload XML file requesting to is	sue Forms	-	
C-Form C E I-Form E II-Fo	orm 🔘 F-Form		-	
	Exit			
Note: Only xml files are allowed.				
			_	

C-Form, F-Form, E I-Form, E II-Form

`

On selecting option 'Upload C-Form, F-Form, E I-Form or E II -Form XML File', the system shows the following screen. Next, dealer has to select the XML/ZIP file from their computer, which contains the CST forms to be uploaded and press upload button.

Online Forme	Government of Chhattisgarh	
Online Forms	Commercial Tax Department	
	the second s	
Main Page TIN: 22101204764	Prop/Comp. Name: PUJA MARKETING	<u>Sign Out</u>
:. CST - Statu	utory Forms - Invoice XML File Upload Form .:	
Enter File Name Choose File No file chosen		
Upload Exi	it	

Once it is successfully uploaded, it will prompt the dealer to validate the data by clicking the 'Validate XML Data' button.



0	nline	e Fo	rms	5	Government of Chhattisgarh. Commercial Tax Department										
Mai	<u>n Page</u>	TIN: 221(012047	64 . CST Sta	i atutory Forms	Prop/Con 5 - F-Foi	np. Name rm XML	: PUJA MAR Validation I	RKETIN	īG					<u>Siqn Out</u>
	F-Form	XML file Up Validate	loaded Su 2 XML Data	ccessfully	Ÿ										
Ref. No.	TIN No.	Series No. 9	Serial No.	SBName	SBAddre	ss	SBState	SB TIN	Form	1 Туре	Utility	Error			
0	22101204764	cst123	222222	Test	Shanker ngar(r	wer,dkfu)	HR	06522701111		F	R				
1	22101204764	cst123	222222	Test	Shanker n	gar	HR	0652270121	2	F					
Z Dof. No.	22101204764	Tauaisa Data	242222	Test	Shanker n	gar	GJ	2452270121		P iles	K Data I	alivar	Data	Ennon	
0	14	12/12/2012	Commod		22445	Quantity 4		est	4	12/12/	2012	12/12/	2012	LIIUI	
0	15	12/12/2012		- L	4554	4	1	'est	44	12/12/2012		12/12/2012			_
0	16	12/12/2012		L	554	4	1	est	55	12/12/	2012	12/12/	2012		-
0	17	12/12/2012	:	L	554	4	1	est	55	12/12/	2012	12/12/	2012		
0	18	12/12/2012	1	L	22445	4	Г	'est	4	12/12/	2012	12/12/	2012		
1	11	12/12/2012	:	L	4444.00	3	t	est	44	12/12/	2012	12/12/	2012		
2	13	12/12/2012	:	L	4555	4	1	"est	3	12/12/	2012	12/12/	2012		
2	12	12/12/2012	:	L	25666	3	1	est	33	12/12/	2012	12/12/	2012		
						Save the D	Data								

Once it is done, the system shows the CST data from the uploaded XML file, if it is in proper required format as shown above. Otherwise it gives the error message accordingly. Here, dealer can see the multiple CST forms with invoice details. Here the CST_forms_Id links the first table containing the seller/buyer details with the invoice details shown in the second table. If the data is okay, dealer can save it by clicking the 'Save the Data' button and subsequently can update the same if required and finally, submit to the department as explained in previous paras.

6. Reports and Help

`

On clicking this option the dealer is shown the following screen with options like reports, help and other options. Using the reports options, dealer can take the print of Web Acknowledgement for the various invoices submitted by him to the commercial taxes department, like online CST forms, CST forms Receipts. On pressing on each of these options, the dealer is shown various pages where the dealer has to enter some basic information parameters required to generate the corresponding Web Acknowledgement reports – like in the case of Online CST Forms dealer has to enter the respective Acknowledgement No. And Acknowledgement date.



On the same line, dealer has the option to view or print detailed report for the submission made by him either category wise (Issued, Rejected, Pending, cancelled), Form Type wise (All, C-Form, Other Forms) and Report Type wise (Form-No, Seller/Buyer Tin, Quarter wise, Submission date wise). Using the 'Help' option, dealer can get assistance in operating the online form system by making use of the user manual, FAQ's, XML file formats, Download oracle akruti, Convertor and contact details options.

7. Converter

`

Dealer can download the converter from Reports and help menu.



On click of the download button, the system prompts with a message to either open or save a file with the name VATeFSConvert.zip. User can save the .zip file on to their system. This is zipped file which has to be unzipped using Winzip application.

nile looking at these features of uploading the fil stem where in the invoice details were being car e word, excel or text file. Even though the inform sentioned by the Department. Once again, from 1 loading into Online form system. Dealers, who hav gineers to develop a module accordingly and ci- ograms which can be downloaded from the Intern- alers can also use the utility developed by depar undatory for the dealer to use only this software for	es, some of the dealers had already computerized their stured in various formats and output in various formats hation is available, the output is not as per the standard this data a separate .xml file has to be prepared, for computerized their systems, can contact their support an make use of it. Else there are various utilities and et which can convert the Excel file to .XML file. Else the tment to convert the Excel file to .XML file and it is not conversion.
ie downloaded 'VATerSConvert.21p' has the followi	ing files
a. Guidelines Excel to XML Converter.pdf b. ONLINE_CST_COM.xls c. OLDCSTCOM.xls	
a. Guidelines Excel to XML Converter.pdf b. ONLINE_CST_COM.xls c. OLDCSTCOM.xls d. CST"_PAR.xls	
a. Guidelines Excel to XML Converter.pdf b. ONLINE_CST_COM.xis c. OLDCSTCOM.xis d. CST"_PAR.xis e. ONLINE_FFORM_COM.xis f. DCDT_FFORM_COM.xis	
a. Guidelines Excel to XML Converter.pdf b. ONLINE_CST_COM.xis c. OLDCSTCOM.xis d. CST"_PAR.xis e. ONLINE_FFORM_COM.xis f. RCPT_FFORM.xis e. ONLINE_CST_COM.xed	Download
a. Guidelines Excel to XML Converter.pdf b. ONLINE_CST_COM.xis c. OLDCSTCOM.xis d. CST"_PAR.xis e. ONLINE_FFORM_COM.xis f. RCPT_FFORM.xis g. ONLINE_CST_COM.xsd b. OLDCST_COM.xsd	Download
a. Guidelines Excel to XML Converter.pdf b. ONLINE_CST_COM.xis c. OLDCSTCOM.xis d. CST"_PAR.xis e. ONLINE_FFORM_COM.xis f. RCPT_FFORM.xis g. ONLINE_CST_COM.xsd h. OLDCST_COM.xsd i. CST_PAR.xsd	Download
a. Guidelines Excel to XML Converter.pdf b. ONLINE_CST_COM.xis c. OLDCSTCOM.xis d. CST"_PAR.xis e. ONLINE_FFORM_COM.xis f. RCPT_FFORM.xis g. ONLINE_CST_COM.xsd h. OLDCST_CCM.xsd i. CST_PAR.xsd i. ONLINE_FFORM_COM.xsd	Download

7.1 Process of Conversion

The downloaded Excel files can be used as and when required and also can be renamed to whatever the user wishes to.

ONLINE CST - For C-Form

Step 1: Open the ONLINE_CST_COM file (this file can be renamed and used for different Months) and user can see the screen as below where the top row of the Excel contains the description of the Columns of the purchase invoice. As far as possible do not change the Contents of this row. Users can start entering the data as summarized in the next table.

ile <u>E</u> dit	⊻iew Inser	t Format <u>T</u> ools <u>D</u> ata	<u>W</u> indow <u>H</u> elp				Type a quest	tion for help 🛛 👻
			Times	New Roman 👻 10	• B I U = =	s = s % •	*.0 .00 EF	i 🛛 🕶 🔸 🖉 🔸
233	- 6							
	1	J	K	L	M	N	0	P
Cst_Ms	t/CommNm	/Cst_Mst/CommCd	/Cst_Mst/InvVal	/Cst_Mst/PurOrdNo	/Cst_Mst/PurOrdDt	/Cst_Mst/PurpCd		
ad a		106	345	233	5/5/2011	в	Convert	to VMT
5d		106	345	234	5/5/2011	в		
					1			
					3			
					1			
NI TO							The second se	
	5_A IC/				Tree I		MILL 1	

Table 1

Column	Parameter	Description
1	Tin	Tin of the Dealer
2	Seller Name	Name of the Seller
3	Seller Address	Address of the Seller
4	Seller State	State of the Seller
5	Seller Tin	Tin of the Seller
6	Statuary Form Type	Statuary Form Type
7	Invoice No	-
8	Invoice Date	-
9	Commodity Description	Commodity Name
10	Commodity Code	Code of the selected Commodity
11	Invoice Value(in Rs)	Value of Invoice
12	Purchase order	
	Number	
13	Purchase Date	
14	Purpose code	Code of the Purpose

Step 2: After all the entries save the details and if there are any extra rows or columns delete the same and save only the contents pertaining to your Online CST. Please do not enter a non-numeric character in a numeric field and wise versa because during conversion to XML you may get error and conversion may fail. Save the entered contents properly and screen. After updation will look as below.

G		1 n - 6 -):	;	100	_	illes a		OLDCSTCOM.xls	[Compa	tibility Mode]	- Microsoft Excel	-					
		Home Insert	Page Layout	t Formulas	Data Review	v View Add-Ins											🕑 – 🗢 X
	٦, ک	Cut	新細明體	- 12 - A		Wrap Text								1	Σ AutoSur	· A7 🚓	
Pat	L Q	а Сору	TD 7 11					- 0/	Condi	≦S ⊥200 tional Forma	*			Insert Delete For	🔲 💽 Fill -	Sort & Find &	
	<u> </u>	🕴 Format Painter	D 1 U			in the second second	er · p	• 70 7 .00 ≫.0	Format	tting * as Table					Clear *	Filter * Select *	
	Clip	oboard 🕞	I I	Font	G .	Alignment	6	Number 🕞			Styles			Cells		Editing	
	_	A2 •	· (2236140405	53												×
		A	В	С	D	E	F	G	Н	I	J	K	L	М	N	0	P
1	/Old	Cst/TinNo	/OldCst/Serie sno	/OldCst/Sno /	'OldCst/SBName	/OldCst/SBAddr	/OldCs /SBSta	t /OldCst/SBTin t	/OldCs /SFTyp	t /OldCst/Ut ilCat	/OldCst/InvNo	/OldCst/InvDt	/OldCs /Comm	/OldCst/CommNa me	/OldCst/Invval		=
2		22361404053	CG-CS	216900	Amar Udvog	Bhilai	CT	22553200243	С	R	9611	07/06/2000	1	HB WIRE	712858.73	Convert to XML	
3		22361404053	CG-CS	216900	Amar Udvog	Bhilai	CT	22553200243	С	R	9676	07/07/2012	1	HB WIRE	398645.04		
4		22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	С	R	9914	07/10/2012	1	HB WIRE	724406.12		
5		22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	С	R	12415	08/01/2012	1	HB WIRE	674534.18		
6		22361404053	CG-CS	216902	Amar Udyog	Bhilai	CT	22553200243	С	R	3571	05/07/2012	1	HB WIRE	722510.82		
7		22361404053	CG-CS	216902	Amar Udyog	Bhilai	CT	22553200243	С	R	3893	05/10/2012	1	HB WIRE	412024.58		
8		22361404053	CG-CS	216902	Amar Udyog	Bhilai	CT	22553200243	С	R	4613	05/15/2012	1	HB WIRE	767515.94		
9		22361404053	CG-CS	216902	Amar Udyog	Bhilai	CT	22553200243	С	R	4753	05/16/2012	1	HB WIRE	448952.97		
10		22361404053	CG-CS	216902	Amar Udyog	Bhilai	CT	22553200243	С	R	6419	05/31/2012	1	HB WIRE	772415.18		
11		22361404053	CG-CS	216902	Amar Udyog	Bhilai	CT	22553200243	С	R	6608	06/02/2012	1	HB WIRE	722687.33		
12		22361404053	CG-CS	216902	Amar Udyog	Bhilai	CT	22553200243	С	R	7235	06/07/2012	1	HB WIRE	754302.72		
13		22361404053	CG-CS	216902	Amar Udyog	Bhilai	CT	22553200243	С	R	7468	06/10/2012	1	HB WIRE	412788.82		
14		22361404053	CG-CS	216902	Amar Udyog	Bhilai	CT	22553200243	С	R	8544	06/22/2012	1	HB WIRE	408293.04		
15		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	481	04/05/2012	1	HB WIRE	725042.03		
16		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	629	04/06/2012	1	HB WIRE	734894.36		
17		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	977	04/10/2012	1	HB WIRE	720862.59		
18		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	1982	04/21/2012	1	HB WIRE	743115.89		
19		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	2224	04/23/2012	1	HB WIRE	755027.74		
20		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	2232	04/23/2012	1	HB WIRE	758692.92		
21		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	2345	04/25/2012	1	HB WIRE	748613.67		
22		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	2365	04/25/2012	1	HB WIRE	739927.15		
23		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	2663	04/28/2012	1	HB WIRE	766172.24		
24		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	2778	04/29/2012	1	HB WIRE	766338.47		
25		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	2932	05/01/2012	1	HB WIRE	752819.48		
26		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	2960	05/01/2012	1	HB WIRE	748675.50		
27		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	3060	05/02/2012	1	HB WIRE	925024.04		
28		22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	С	R	3399	05/05/2012	1	HB WIRE	738085.38		v
Rea	P Pl	IO_XML &									14	Ave	erage: 64	16496673 Count 1	12 Sum: 3 592248		
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	1							_		No.				-		 I* 🖄 🙄 	06/07/2013

Step 3: On the right of the screen shown above the user can see a button with name 'Convert to XML'. To start the conversion, user can press this button and the following screen is displayed where the system asks the file name where the converted information has to be stored. User can enter the file name and press 'Start' button.

XML Conversion	×
Convert to the following XML file : KITA\Desktop\CFSConvertor\CFSConvert\Online_Cst_Com.xml	Browse
Start	Exit

Before starting the conversion process, user has to ensure that the .xsd files (comes along with the downloaded .zip file) are in the same directory as that of the Excel file. If there are no errors during conversion, system displays the following screen indicating the path of the file where it is being saved.

N	Microsoft Excel		x
	Completed. XML Written to C:\Users\ANKITA\Desktop\CFSConvertor\CFSConvert\Online_Cs	t_Com.xml	
L		ОК	

Further on pressing the 'Ok' button, user is displayed the following button which tries to validates the data entered with the format file as (.xsd file which comes along with the .zip file) given by the Commercial Tax department. To verify with this, user has to press 'OK' and the system validates the Converted XML file with the format file.



Once all the corrections, updations and modification are done and if the data in excel file matches that of the format file, then system indicates with a message as shown below.

Mi	rosoft Excel
,	/alidation Successful!
	ок

Now user can copy this file and upload the same to the online form system for further action at the departments end.

ONLINE CST – For F-Form

Step 1: Open the ONLINE_FFORM_COM file (this file can be renamed and used for different months) and user can see the screen as below where the top row of the Excel contains the description of the Columns of the Invoice along with Transport details. As far as possible do not change the contents of this row. Users can start entering the data as summarized in the next table.

Ch Line S ONLINE FFORM_COMusis [Compatibility Mode] - Microsoft Excel											
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	н	I	J	K	L	M	N	0	P	0	R
1	/Cst_Mst/Inv	/Cst_Mst/CommN	/Cst_Mst/CommCd	/Cst_Mst/InvVa	/Cst_Mst/Qty	/Cst_Mst/TransNa	/Cst_Mst/TransBilty	/Cst_Mst/TransBiltyDat	/Cst_Mst/TransDelvDate		
2	11/24/2011	WATCH	41	13265	30	Courier	155	11/24/2011			
3	01/18/2012	WATCH	41	54712	108	Courier	210	01/18/2012		Convert to XML	
4	01/18/2012	WATCH	41	86737	125	Courier	216	01/18/2012			
5	01/18/2012	WATCH	41	141536	42	Courier	218	01/18/2012			
6	01/28/2012	WATCH	41	8585	7	Courier	237	01/28/2012			
7	01/28/2012	WATCH	41	40068	59	Courier	238	01/28/2012			
8	01/30/2012	WATCH	41	29106	24	Courier	243	01/30/2012			
9	01/30/2012	WATCH	41	24283	19	Courier	248	01/30/2012			
10	02/03/2012	WATCH	41	135037	42	Courier	250	02/03/2012			
11	02/14/2012	WATCH	41	70392	24	Courier	267	02/14/2012			
12	03/02/2012	WATCH	41	27345	27	Courier	284	03/02/2012			
13	04/01/2011	JEWL	27	29582.42	1	Courier	306	04/01/2011			
14	04/01/2011	JEWL	27	275038.9	6	Courier	307	04/01/2011			
15	04/01/2011	JEWL	27	123849.27	4	Courier	308	04/01/2011			
16	04/01/2011	JEWL	27	1504619.13	24	Courier	309	04/01/2011			
17	04/02/2011	JEWL	27	102712.1	2	BLU DART	58127226231	04/02/2011			
18	04/02/2011	JEWL	27	134223	2	BLU DART	58127226231	04/02/2011			
19	04/04/2011	JEWL	27	496326.22	13	Courier	310	04/04/2011			
20	04/04/2011	JEWL	27	40083	1	Courier	311	04/04/2011			
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120	TO XML	9	4								

Tabel 1- For F form

Column	Parameter	Description
1	Tin	Tin of the Dealer
2	Seller Name	Name of the Seller
3	Seller Address	Address of the Seller
4	Seller State	State of the Seller
5	Seller Tin	Tin of the Seller
6	Statuary Form Type	Statuary Form Type
7	Invoice No	-
8	Invoice Date	-
9	Commodity Description	Commodity Name
10	Commodity Code	Code of the selected Commodity
11	Invoice Value(in Rs)	Value of Invoice
12	Quantity	Quantity of goods
13	Transport Name	Name of Transport
		Company
14	Bilty Number	Bilty number of Transport
14	Bilty Date	Bilty Date
16	Delivery Date	Delivery Date

Step 2: After all the entries save the details and if there are any extra rows or columns delete the same and save only the contents pertaining to your OnlineF-Form. Please do not enter a non-numeric character in a numeric field and vise versa because during conversion to XML you may get error and conversion may fail. Save the entered contents properly and screen after updation will look as below.

		÷			10	ILINE_FFORM_COM.xls [Compatibility Mode] - Micr	osoft Excel			- 0
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2	11/24/2011	WATCH	41	13265	30	Courier	155	11/24/2011		a umal	
3	01/18/2012	WATCH	41	54712	108	Courier	210	01/18/2012		Convert to XML	
4	01/18/2012	WATCH	41	86737	125	Courier	216	01/18/2012		-	
2	01/18/2012	WATCH	41	141536	42	Courier	218	01/18/2012		-	
0	01/28/2012	WATCH	41	8585	7	Courier	237	01/28/2012			
0	01/28/2012	WATCH	41	40068	59	Courier	238	01/28/2012			
0	01/30/2012	WATCH	41	29100	19	Courier	243	01/30/2012			
10	02/03/2012	WATCH	41	135037	42	Courier	250	02/03/2012			
11	02/14/2012	WATCH	41	70392	24	Courier	267	02/14/2012			
12	03/02/2012	WATCH	41	27345	27	Courier	284	03/02/2012			
13	04/01/2011	JEWL	27	29582.42	1	Courier	306	04/01/2011			
14	04/01/2011	JEWL	27	275038.9	6	Courier	307	04/01/2011			
15	04/01/2011	JEWL	27	123849.27	4	Courier	308	04/01/2011			
16	04/01/2011	JEWL	27	1504619.13	24	Courier	309	04/01/2011			
17	04/02/2011	JEWL	27	102712.1	2	BLU DART	58127226231	04/02/2011			
18	04/02/2011	JEWL	27	134223	2	BLU DART	58127226231	04/02/2011			
19	04/04/2011	JEWL	27	496326.22	13	Courier	310	04/04/2011			
20	04/04/2011	JEWL	27	40083	1	Courier	311	04/04/2011			
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Step 3: On the right of the screen shown above the user can see a button with name **'Convert to XML'**. To start the conversion, user can press this button and the following screen is displayed where the system asks the file name where the converted information has to be stored. User can enter the file name and press 'Start' button.



Before starting the conversion process, user has to ensure that the .xsd files(comes along with the downloaded .zip file) are in the same directory as that of the Excel file. If there are no errors during conversion, system displays the following screen indicating the path of the file where it is being saved.

Microsoft Excel	
Completed. XML Written to C:\Users\ANKITA\Desktop\CFSConvert\Or	nline_FForm_Com.xml
	ОК

Further on pressing the 'Ok' button, user is displayed the following button which tries to validates the data entered with the format file as (.xsd file which comes along with the .zip file) given by the Commercial Tax department. To verify with this, user has to press 'OK' and the system validates the Converted XML file with the format file.

Microsoft Excel	×
Click OK to validate the	e XML file
	ок

Once all the corrections, updations and modification are done and if the data in excel file matches that of the format file, then system indicates with a message as shown below Now.

Microsoft Exc	el 🛛 📉
Validation S	Successful!
	ок

Now user can copy this file and upload the same to the online form system for further action at the departments end.

OnlineCST (E I FORM & E II Form)

Step 1: Open the ONLINE_EIFORM_COM file for (**E I form**) & Use ONLINE_EIIFORM_COM file for(**E II form**) (this files can be renamed and used for different months) and user can see the screen as below where the top row of the Excel contains the description of the Columns of the Invoice along with Transport details. As far as possible do not change the contents of this row. Users can start entering the data as summarized in the next tables for E I & E II.

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5	wgr	2	8373	721	2374	04/09/2011	qyuu	CT	ye7uu	MP				
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Table 1-For E I Form

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Column	Parameter	Description
1	Tin	Tin of the Dealer
2	Seller Name	Name of the Seller
3	Seller Address	Address of the Seller
4	Seller State	State of the Seller
5	Seller Tin	Tin of the Seller
6	Statuary Form Type	Statuary Form Type
7	Invoice No	-
8	Invoice Date	-
9	Commodity Description	Commodity Name
10	Commodity Code	Code of the selected Commodity
11	Invoice Value(in Rs)	Value of Invoice
12	Quantity	Quantity of goods
13	Bilty Number	Bilty number of Transport
14	Bilty Date	Bilty Date
15	OrgPlace	OriginPlace
16	OrgState	Origin State
17	DesPlace	Destination Place
18	DesState	Destination State

Column	Parameter	Description
1	Tin	Tin of the Dealer
2	Seller Name	Name of the Seller
3	Seller Address	Address of the Seller
4	Seller State	State of the Seller
5	Seller Tin	Tin of the Seller
6	Statuary Form Type	Statuary Form Type
7	Invoice No	-
8	Invoice Date	-
9	Commodity Description	Commodity Name
10	Commodity Code	Code of the selected Commodity
11	Invoice Value(in Rs)	Value of Invoice
12	Quantity	Quantity of goods
13	Bilty Number	Bilty number of Transport
14	Bilty Date	Bilty Date
15	OrgPlace	OriginPlace
16	OrgState	Origin State
17	DesPlace	Destination Place
18	DesState	Destination State
19	E ISeriesNo	Series Number of EI-Form that dealer has received
		from Other State
20	E ISeriaslNo	Serial Number of EI-Form that dealer has received
		from Other State

Step 3: On the right of the screen shown above the user can see a button with name 'Convert to XML'. To start the conversion, user can press this button and the following screen is displayed where the system asks the file name where the converted information has to be stored. User can enter the file name and press 'Start' button.

XML Conversion	X
Convert to the following XML file : ANKITA\Desktop\Final_e1_e2_excel\Online_Form_E1_COM.xm Start	Browse Exit

Before starting the conversion process, user has to ensure that the .xsd files (comes along with the downloaded .zip file) are in the same directory as that of the Excel file. If there are no errors during conversion, system displays the following screen indicating the path of the file where it is being saved.



Further on pressing the 'Ok' button, user is displayed the following button which tries to validates the data entered with the format file as (.xsd file which comes along with the .zip file) given by the Commercial Tax department. To verify with this, user has to press 'OK' and the system validates the Converted XML file with the format file.



Once all the corrections, updations and modification are done and if the data in excel file matches that of the format file, then system indicates with a message as shown below.

Microsoft Exce	el 🛛 📉
Validation S	uccessful!
	ОК

Now user can copy this files and upload the same to the online form system for further action at the departments end.

Receipts Entry –E I & E II Form

As explained above in the sub section on OnlineCST (E I FORM & E II Form)forms, the data entry in the Excel file is the same. Dealer can use the file RCPT_EI_FORM.xls to enter received E I form detail and RCPT_EII_FORM.xls to enter E II form details. User required entering both Invoice & Transport Details along with received forms. Once data is entered in the Excel sheet and converted, it generates the .xml file keeping the .xsd file as base. User can enter the data as shown in the below screen.

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